



LAS VEGAS MUNICIPAL COURT VOLUNTEER APPLICATION

Volunteer Program Coordinator
P.O. Box 3970
Las Vegas, NV 89127

TO BE COMPLETED BY VOLUNTEER

1. Name: _____
Last First Middle

2. Phone Number: _____

3. Address: _____
Number & Street Name City State Zip

4. Have you previously worked for the City of Las Vegas? YES ☐ NO ☐

5. If yes, give dates: _____ Department: _____

6. Do you require any special accommodations to fulfill the duties of a volunteer position?

YES ☐ NO ☐ If yes please explain: : _____

7. a. Have you EVER been convicted of a petty misdemeanor, misdemeanor, gross misdemeanor, or felony?
YES ☐ NO ☐

b. Have you EVER been convicted of a moving traffic violation within the last five years?

YES ☐ NO ☐

If "Yes," complete the **Additional Information Statement** on the reverse side of this sheet, giving date(s), location(s), circumstance(s), and dollar amount of fine(s). Include any conditions of your parole and/or probation, if applicable. DUI, reduction of DUI, reckless and careless driving convictions must be included. A criminal conviction is not an automatic bar to volunteering. Each case is considered on its individual merits. **LACK OF REQUESTED INFORMATION OR FALSE INFORMATION IS BASIS FOR REJECTING AN APPLICATION OR TERMINATION FROM VOLUNTEER ASSIGNMENT.** This section can only be amended if a conviction occurs after the application has been accepted. In that event, it is the responsibility of the applicant to provide any conviction updates to Human Resources during the life of the application.

8. Are you presently employed? YES ☐ NO ☐ If yes, name and address of employer:

Employer Name

Number & Street Name City State Zip

9. Do you have a valid driver's license or state ID? YES ☐ NO ☐ Issuing state & number _____ Expiration date _____

10. If you are accepted as a volunteer for the City of Las Vegas, do you understand that you are not to drive a private or City vehicle on behalf of the City of Las Vegas in connection with your volunteer activities? YES ☐ NO ☐

I hereby certify that the above information is true and accurate and that I will inform the City of Las Vegas of any change in this information.

The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security number is voluntary on this form. The number will be used by the City of Las Vegas to help verify your identity and information contained on the application.

Signature: _____ Social Security Number _____ Date: _____



Additional Information Statement

Date: _____

Location: _____

Circumstance: _____

Fine: _____

Other Information: _____

Date: _____

Location: _____

Circumstance: _____

Fine: _____

Other Information: _____

Signature: _____

Date: _____



EDUCATION

When claiming college, business, or vocational school credits for meeting minimum qualifications, you may be required to submit a copy of your degree or a legible photocopy of your up-to-date transcript with this application. Failure to do so may delay processing or disqualify your application. All papers submitted become the property of the City of Las Vegas Department of Human Resources and cannot be returned.

Do you have a high school diploma? No Yes If “Yes,”

School Name: _____

Location: _____

If “No,” do you have a GED certification? No Yes

If “No” indicate highest grade completed: _____

LIST COLLEGES/UNIVERSITIES ATTENDED AND ANY SPECIAL TRAINING RECEIVED

| College Name & Address | Date From (Mo/Yr) | Date To (Mo/Yr) | Field of Study | Credit Hours Completed | Degree or Certificate Obtained |
|--------------------------------------|-------------------|-----------------|------------------|------------------------|--------------------------------|
| | | | Major: Minor: | | Yes No |
| | | | Major: Minor: | | Yes No |
| | | | Major: Minor: | | Yes No |
| Business/Trade School Name & Address | From (Mo/Yr) | To (Mo/Yr) | Subject | | Certificate |
| | | | | | Yes No |
| | | | | | Yes No |
| | | | | | Yes No |

LIST ANY OTHER VALID LICENSES AND CERTIFICATES YOU HOLD:

Type of License or Certificate Issuing State Registration Number Expiration Date

| | | | |
|--|--|--|--|
| | | | |
| | | | |
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Experience

On the following sheets, list the employers, assignments or volunteer activities that you have held, starting with your most recent one. **THIS SECTION MUST BE COMPLETED IN DETAIL. FAILURE TO DO SO MAY DELAY PROCESSING OR DISQUALIFY YOUR APPLICATION. YOU ARE ENCOURAGED TO ATTACH A RESUME IF YOU WISH, BUT REFERENCE TO A RESUME IN LIEU OF COMPLETING THIS SECTION CANNOT BE ACCEPTED.** Under “Work Performed” describe your job in sufficient detail so that we can determine not only your tasks, but the level of responsibility. If you wish to add more experience or wish to add more detail to the “Work Performed,” please complete and attach an Experience Addendum Sheet. Jobs and/or volunteer experience listed may require verification.

| Job Title | Duties Performed | Starting Date/ Ending Date |
|-----------|------------------|----------------------------|
| | | |
| | | |
| | | |
| | | |

References

| Name | Address | Phone | Relation |
|------|---------|-------|----------|
| | | | |
| | | | |
| | | | |

I certify these statements are true and correct to the best of my knowledge. I agree to a background check regarding my employment history, character and police records prior to my acceptance as a volunteer.

Signature _____ Date _____



Skills and Interests Questionnaire

What interests you about volunteering at the Las Vegas Municipal Court?

What is important to you in a volunteer experience?

Where have you volunteered before?

What are some of you skills and interests?

Do you speak, read or write any other languages?

How did you hear about us?

What days and hours could you work as a volunteer?

